

Executive Registry
77-9794

17 NOV 1977

MEMORANDUM FOR: Deputy Director for Applications/ODP

FROM: Deputy Executive Secretary

SUBJECT: Request for Feasibility Study on Automating
The Executive Secretariat Suspense System

1. We request that ODP initiate a feasibility study on automating the Executive Secretariat suspense system. The suspense system currently consists primarily of a manual file of 150-200 actions a month assigned to various offices in order of the designated due date. If an action has not been completed as the due date approaches, the action office is contacted and asked to provide a status report.

2. We would appreciate being advised of the time that will be required of our staff in conducting the feasibility study. We realize the study will address the time requirements for maintaining such a system but would appreciate your "guestimating" that time for us based on the following.

3. Desired fields of information for each action item include: Executive Registry number; classification; date; to; from; subject (more than one possible for each document); action office (several possible for each document); dissemination; abstract (retrievable by keyword); suspense date; status; completion date; and comments.

4. We would like the system to be able to provide us listings of items due on certain days, overdue items by action office, items due before the Director's meetings with high-level officials, status reports on outstanding items, and completed items. In brief, we would like to be able to retrieve on any of the above-mentioned fields and others we may add, and print listings in a variety of formats.

5. We have a Vyadec word processing unit on order and understand it can be used with a computer.

M-10.2

6. On-line input and edit capability would be required. The system should be available for input, edit, and/or retrieval activity from 0830 to 1700 Monday through Friday and from 0900 to 1200 on Saturdays.

7. The system should be secure against deliberate or inadvertent data access and alteration. Only authorized Executive Secretariat personnel should be able to access information.

8. Please have someone call me on Extension to arrange a discussion on the above with Ben Evans, the Executive Secretary.

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